



EAST COUNTY REGIONAL SERVICES CENTER • 3300 Briggs Chaney RD • Silver Spring MD

Phone: 240-777-8406 • Web: [www.montgomerycountymd.gov/gilchrist](http://www.montgomerycountymd.gov/gilchrist)

## Summer 2016 – East County

# Intro to Computer Skills for the Workplace

Strengthen your keyboarding skills, learn to create and search folders and subfolders with Windows Explorer, and use a thumb drive. Refresh your skills in Microsoft Word, Excel, and PowerPoint.

Class Schedule	Date	Taught in	Registration
Tuesdays 6:30 – 8:30 pm	July 12 – August 9	English	July 12 6:00 – 6:30 pm

**How to Register:** In-person registration on the first day of the class, on a first-come, first-served basis, until full.

**Where:** East County Regional Services Center  
3300 Briggs Chaney RD., Silver Spring, MD 20904

**Fee:** Free

- There are no make-ups for missed classes.
- Space is limited; each student can register for ONE class only.
- Open to ages 18 years and up only.

Call 240-777-8406 *for more information.*

**Gilchrist Center will be CLOSED**

***Summer Maintenance***

July 2- July 8, 2016

***Summer Maintenance***

August 15 – August 19, 2016

***Labor Day Weekend***

September 3 – September 5, 2016

In case of **bad weather** please call: 240-777-4940.

***WE CAN HELP YOU IN YOUR LANGUAGE!***

***Ask us about...***Employment & Job Search—  
Computer Classes– Healthcare –Free or Low Cost  
Legal Help–Spanish Literacy and Classes– Tax  
Preparation, Volunteer Opportunities and more!

Find us on 

[GilchristCenterForCulturalDiversity](http://GilchristCenterForCulturalDiversity)